



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

In-House Tribal Administration Applicants Only

Opening Date: 05/09/2016

Closing Date: 5/16/2016

Position Title: Administrative Clerk

Department: Justice Center

Work Schedule: Monday-Friday 8:00AM-5:00PM

Wage Rate: Pay Range 15: \$11.30 /HR/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

Approved by TRTC: 6/14/13



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

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| POSITION TITLE: Administrative Clerk | WORKSITE: Tule River Justice Center 129 S. Reservation Rd. Porterville, CA 93257 |
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POSITION DESCRIPTION

The Administrative Clerk will serve as the liaison to the Tule River Justice Center by performing the following duties.

DUTIES AND RESPONSIBILITIES:

1. Serves as a liaison to the community by offering administrative services.
2. Log in/out going mail, operate fax machine and log in/out going faxes and distribute to appropriate departments.
3. Direct calls and greet walk-ins requesting assistance.
4. Copies data and compiles records and reports.
5. Prepares, issues, and sends out receipts, bills, policies, invoices, statements, and checks.
6. Operates office machines such as typewriter, adding, calculating, and duplicating machines.
7. Opens and routes incoming mail, answers correspondence, and prepares outgoing mail.
8. Will administer all clerical support.
9. Provides direction to vendors when coming in.
10. Maintains filing system.
11. Orders office supplies.
12. Schedules meetings and takes notes for reference.
13. Sets up meeting sites.
14. All other duties assigned.

QUALIFICATION REQUIREMENTS:

1. High School diploma or G.E.D.
2. Two years experience in job related field, preferred
3. Type a minimum of 40 words per minute, preferred
4. Proficient in Microsoft Office: Excel, Word, Publisher, and Power Point.
5. Must successfully complete a pre-employment drug/alcohol screen and background check.
6. Must be able to work effectively with Native American community/Tribal Government.
7. Must be able to represent the employer in a professional and respectful manner.
8. Strong interpersonal and communication skills.
9. Excellent customer service skills and a positive attitude.
10. Work with minimum supervision.

KNOWLEDGE SKILLS & ABILITIES:

1. Knowledge of basic office equipment, fax and copy machine etc.

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2. Ability to read and comprehend documents pertaining to Tribal policy & procedures, rules & regulations and operating instructions.
3. Ability to write reports and correspondences.
4. Ability to take direction and follow orders.

PHYSICAL REQUIREMENTS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 30 pounds, and occasionally must be able to lift up to or over 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to: Court Administrator

This position supervises: None

Salary Range: Pay Range 15: \$11.30/HR/ Overtime Eligible/ Paid Bi-Weekly

Hours: Monday – Friday 8:00AM – 5:00PM
40+ hours per week/Full-Time

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTIONS 472 AND 473).